

Payroll Deadlines

These deadlines are in effect for all payroll processing unless a holiday limits the amount of processing time. When these deadlines need to change, you will be provided with new deadlines via email.

All payperiods begin on Monday at midnight and end 14 days later on Sunday at midnight.

For specific pay period dates and holidays see the next page.

Day 0	Sunday	Pay Period Ends at Midnight
Day 1	Monday	Clerks have until 10 am to make changes before Processes are run Donated Time must be turned in by 10 am All PeopleSoft Reports and Prelist Information must be turned in by 11 am PeopleSoft is reopened to the field at around 11 am (clerks will receive an email) PeopleSoft is closed to the field at 4 pm
Day 2	Tuesday	PeopleSoft is opened for new pay period access.
Day 3	Wednesday	Payroll Processing is completed and file is sent to the bank
Day 4	Thursday	Checks are prepared for distribution
Day 5	Friday	Paychecks and advices can be picked up from Payroll between 10:00 am and 11:30 am by authorized employees